



**REQUEST FOR QUALIFICATIONS  
ON-CALL SERVICES  
ADDENDUM NO. 1**

Dated: April 5, 2018

Dear Plan Holders:

UPDATE: PROPOSALS DUE April 27, 2018.

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This Addendum forms a part of the Request for Qualifications and modifies the original Documents as noted below.

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This Addendum is issued to reflect changes, clarifications and additions to the Request for Qualifications (RFQ). In general, this Addendum clarifies questions received regarding the scope of professional consulting services requested and extends the deadline for submittals.

**SCOPE AND SUBMITTAL DEADLINE FOR RFQ**

**ITEM**

1	<b>The Submittal Deadline for Statement of Qualifications (SOQ) is extended to April 27<sup>th</sup>, 2018</b>										
2	<b>Tentative Selection Process Schedule is amended as follows:</b> <table><tr><td>Qualifications Submittals due to City</td><td>April 27, 2018</td></tr><tr><td>Minimum Qualifications Review</td><td>May 1 – 4</td></tr><tr><td>Potential Interviews</td><td>May 14 – 18</td></tr><tr><td>Draft Contracts sent to Firms</td><td>May 22</td></tr><tr><td>City Council Approval of On-Call List</td><td>June 12, 2018</td></tr></table>	Qualifications Submittals due to City	April 27, 2018	Minimum Qualifications Review	May 1 – 4	Potential Interviews	May 14 – 18	Draft Contracts sent to Firms	May 22	City Council Approval of On-Call List	June 12, 2018
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3	<b>Interviews (Clarification):</b> <p>The City may schedule interviews to assist in selecting qualified consultants. However, the City may select qualified consultants based on SOQs submitted without conducting interviews for certain service areas/disciplines.</p>										
4	<b>Local Firms (Clarification):</b> <p>For the purposes of this RFQ, a local firm/office is generally defined as a headquarters or branch office located within 60-miles of the City of Lincoln.</p>										


5	<p><b>Approach (page 3, item 6) is amended as follows:</b></p> <p>Describe how the Firm/Team will approach each service category to minimize overall City program costs while completing the tasks in a timely manner and providing a service or end product that meets the City and Developer needs. Page Limit: No more than 5 pages per each service category for which qualifications are submitted in SOQ. For the purposes of this section, the Service Categories are as follows:</p> <ul style="list-style-type: none"> <li>• Building (all listed services) – 5 page maximum</li> <li>• Planning – 5 page maximum</li> <li>• Environmental – 5 page maximum</li> <li>• Fiscal – 5 page maximum</li> <li>• Other Specialty Services – 5 page maximum</li> </ul>
6	<p><b>Example Contract Exhibit E – Question Regarding Increases to Consultant Staff Rates:</b></p> <p>The last bullet item in Exhibit E states: “No increase to rates once consultant staff has been assigned to a project”.</p> <p>In general, work tasks associated with specific development projects are handled through Task Orders specifying the anticipated scope, schedule, and budget for the work. These Task Orders are generally limited in scope and duration – and it is understood that the assigned staff and billing rate for staff will remain in effect for the duration of the Task Order.</p> <p>For work associated with a range of projects or tasks (such as building inspection services), the Task Orders are anticipated to be negotiated for a Fiscal Year term – and it is understood that the assigned staff and billing rate for staff will remain in effect for the duration of the Task Order.</p> <p>Task Order Amendments or Extensions may include a negotiated rate increase.</p>
7	<p><b>Questions:</b></p> <p>The deadline for submitting questions/inquiries regarding this RFQ is extended to April 24<sup>th</sup>, 2018. Please address questions regarding RFQ for consulting services to Matthew Wheeler, Community Development Director, at <a href="mailto:Matt.Wheeler@lincolncal.gov">Matt.Wheeler@lincolncal.gov</a></p> <p>Include “On-Call Consulting Services RFQ” in the subject/header of e-mail correspondence.</p>
8	<p><b>Table 1 in Attachment A is amended as follows:</b></p> <p>Under Building Division services, we have added Fire System Inspection to the table for services. Also included are write-in sections for services not specifically listed – which a proposer would like to present for consideration. An updated Table 1 is included in this Addendum.</p>

**Table 1 – Services Included in SOQ (Update v2)**

<b>City Services</b>	<b>Included ? (Yes / No)</b>
<b>Building</b>	
1. Support Staff (Permit Counter or General Administrative)	
2. Permit Technician (with certification)	
3. Building Plan Check	
4. Fire System Plan Check	
5. Building Inspector	
6. Fire System Inspector	
7. Other (specify)	
<b>Planning</b>	
8. Entitlement Review	
9. Plan Check	
10. Annexation Application Processing	
11. Project Management	
12. Specific Plans	
13. General Development Plans	
14. General Plan Amendments	
15. Zone Changes	
16. Use Permits	
17. Other (specify)	
<b>Environmental</b>	
18. Environmental Consulting	
19. CEQA Compliance	
20. EIR Preparation / Review	
21. Other (specify)	
<b>Fiscal</b>	
22. Fiscal Analysis	
23. Market Study	
24. Fiscal Impact Study	
25. Tax Sharing Analysis for Annexation	
26. Other (specify)	
<b>Specialty Professional Services</b>	
27. (specify)	
28. (specify)	
29. (specify)	

The City of Lincoln appreciates your interest in this RFQ. Please indicate receipt of this Addendum in your submittal.

Any proposal not in compliance with this Addendum may be rejected.

*for*   
Matthew J. Wheeler, P.E., CDD Director

*April 5, 2018*  
Date of Issuance

**END OF ADDENDUM 1**

*~ Lincoln ~  
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